

**Personnel**

**SERVICEMEMBERS/SENIOR SERVICEMEMBERS  
OF THE QUARTER AND YEAR**

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This instruction establishes the eligibility criteria, procedures for selection, and recognition of the Servicemembers/Senior Servicemembers of the Quarter and Year for the United States Transportation Command (USTRANSCOM), Scott Air Force Base, Illinois.

It is applicable to enlisted members serving in grades E-1 through E-6 (Enlisted Category), and members serving in grades E-7 through E-8 (Senior Category) assigned or attached to USTRANSCOM at Scott Air Force Base, Illinois. Office of primary responsibility (OPR) for this instruction and management of the program is the Command First Sergeant (TCDC-F).

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the information is USTRANSCOM Instruction 37-11 and 5 United States Code, Section 552a.

**SUMMARY OF REVISIONS**

The "junior servicemember" category will now be referred to as "servicemember." The senior servicemember category remains the same. Changes are to maximize participation, ensure equability, more closely mirror Scott Air Force Base procedures, and to provide the board chairman with discretion when recommending selections to the Deputy Commander in Chief (DCINC). NOTE: Since instructions is revised in its entirety, asterisks will not be used to identified revised material.

**1. Eligibility:** Servicemembers must meet the following criteria in order to compete for quarterly/annual awards:

**1.1.** Must be in pay grades E-1 through E-6 to compete in the enlisted category, and must be in pay grades E-7 through E-8 to compete in the senior category.

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Supersedes USTRANSCOMI 36-5, 1 May 96  
OPR: TCDC-F

Certified by: TCDC-F (CMSgt Lewin)  
Pages: 5/Distribution: X (See signature page)

1.2. Must be assigned or attached to USTRANSCOM for the entire consideration period for quarterly awards, and for not less than six months to compete for the annual award.

1.3. Nominees can be active duty, reserve, or national guard.

1.4. Individuals with pending or recent (within previous two consideration quarters) administrative corrective action and/or nonjudicial action are ineligible for competition.

1.5. During the calendar year, members may be selected only once for a quarterly award.

1.6. Directors may nominate quarterly winners to compete in the annual awards program. Additionally, each director may nominate an additional individual from each category (servicemember/senior servicemember) who has demonstrated sustained superior performance during the award period.

1.7. If an E-6 is selected for a quarterly award (servicemember category) and subsequently promoted to E-7 during the calendar year, the category they will compete in for the annual award will be predicated on time in grade. If serving in the higher grade for three months or more, they will compete in the senior category; conversely, if serving in the higher grade for less than three months, they will compete in the servicemember category (all based upon calendar year).

1.8. Multiple nominations from directorates and direct reporting elements (DREs) are permitted.

**2. Nomination Packages:** Each package will contain the following documents:

2.1. Cover letter signed by Director or Chief, DRE (Attachment 1).

2.2. Air Force Form 1206, Nomination for Award, with appropriate headings and salient achievements which occurred during the consideration quarter/year (Attachment 2).

*Note:* One page (single side) will be used for quarterly submissions; two pages (double sided) *can* be used for annual submissions. When submitting members for quarterly awards, supervisors may consider the previous two quarters of achievements; i.e., when submitting for the April through June quarter, achievements which occurred from January through June may be used.

2.3. The Command First Sergeant will send out a notification letter with the suspense date for nomination packages. All packages will be sent to TCDC-F for administrative processing in preparation for the selection boards.

### **3. Board Procedures:**

**3.1.** Formal selection boards will be convened to select quarterly and annual winners. All servicemember category quarterly selection boards will be *personal appearance* unless the nominee is precluded from appearing before the board because of illness, temporary duty, emergency leave, and/or other unique circumstances validated by the Command First Sergeant. When a member is unable to meet the personal appearance board, a *records only* board will be convened. All senior category quarterly selection boards will be *records only*. Because quarterly award winners will compete in the annual competition, annual selection boards will be records only for both the servicemember and senior servicemember categories.

**3.2.** The servicemember quarterly selection board will be comprised of senior enlisted members representing the Army, Navy, Air Force, and Marine Corps. An E-9 from any Service will serve as the president of the board. Optimally, all members will be E-7s and above; however, if an E-7 is not assigned for a particular Service, the senior enlisted member of that Service will serve as a board member. In addition to cross-Service representation, there must be cross-command representation as well. The Command First Sergeant is responsible for board member selection.

**3.3.** Each enlisted nominee (E-1 through E-6) will be evaluated in the following areas: Nomination Package (30 points); Subjective Question Areas (20 points); Military Bearing and Appearance (5 points); and Communicative Skills (5 points). Question areas will be general and *non-Service specific*. The objective of the questions is to determine the thought process and general knowledge of each nominee; the nomination package is most heavily weighted because it indicates the performance over the preceding quarter which is the objective of the quarterly award. If a *records only board* is convened, the nomination package will be used to determine the most qualified for selection.

**3.4.** All board members will score each nominee in all evaluation categories. After completion of the evaluation process, the board president will review all scores, complete a comparative analysis of relative placement, and resolve any significant disagreements; i.e., disparity of scoring between board members. If a tie exists between board members regarding the most qualified for selection, the board president will break the tie using their score sheet.

**3.5.** The senior enlisted quarterly selection board will be comprised of three members representing the Army, Navy, and Air Force. The president of the board will be an E-9. Members will be in the grade of E-8 and must be senior to the nominees being evaluated. If the situation arises that a senior Service representative is not senior to a nominee being evaluated, Service representation may be waived in order to assure the appropriate rank structure on the board.

**3.6.** The senior enlisted board will be *records only*. Each senior enlisted nominee will be evaluated on the achievements annotated in the nomination package. Categories of evaluation are: Primary Job Performance (10); Leadership Qualities (5); Self-improvement (5); and Other Achievements (5).

**3.7.** All members, inclusive of the president of the board, have an equal vote. The nominee who receives the greatest number of points will be recommended as the winner. The responsibilities of the board president are identical to those identified in Paragraph 3.4.

**3.8.** Annual boards will be *records only* for both the servicemember and senior servicemember categories. Board composition for the servicemember category will consist of the senior enlisted Service representatives representing the Army, Navy, Air Force, and Marine Corps; the president of the board will be an E-9. The senior enlisted board will be composed of the same rank and Service parameters as listed in paragraph 3.6.

#### **4. Notification and Recognition:**

**4.1.** Immediately following board proceedings, TCDC-F will prepare a staff summary sheet, AF Form 1768, with a synopsis of the proceedings, and recommending the Servicemember/Senior Servicemember of the Quarter/Year to the DCINC. As the approval authority, the DCINC will release results of the respective boards.

**4.2.** Quarterly enlisted winners will be recognized during a Joint Military/Civilian recognition ceremony. This event will be jointly sponsored between the Manpower, Personnel, Quality and Information Management Directorate (TCJ1), Protocol (TCCC-P), and TCDC-F. Normally, the Commander in Chief or Deputy Commander in Chief will officiate at this ceremony. Annual winners will be recognized at a formal ceremony commensurate with the level of award.

**4.3.** USTRANSCOM quarterly and annual enlisted award winners will compete in the Scott AFB Quarterly and Annual Awards program. Both USTRANSCOM servicemember and senior servicemember winners will meet Scott AFB *personal appearance* boards; annual winners will meet *records only* boards.

#### **5. Awards:**

**5.1.** At a minimum, the quarterly winners will receive: A 3-day pass granted by the appropriate Element Commander; a congratulatory letter and coin from the DCINC; a USTRANSCOM memento; and a reserved parking space for a 3-month period from the time of award.

**5.2.** At a minimum, the annual winners will receive: A 3-day pass granted by the appropriate Element Commander; a congratulatory letter from the DCINC; a USTRANSCOM memento; and a “RR” parking permit good for one year.

JEFFREY M. LEWIN  
CMSgt, USAF  
Command First Sergeant

**2 Attachments**

- 1. Sample Cover Letter**
- 2. Sample AF Form 1206, Nomination for Award**

**Distribution: X (TCCC-P, TCFP-O, TCIG, TCJA, TCJ1-I, TCPA, TCRC - 1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ6 - 5 each; TCJ3/4 - 13).**

MEMORANDUM FOR TCDC-F

(date)

FROM: TCJ3/J4

SUBJECT: Servicemember of the Quarter Nomination, Jan-Mar 96

1. I recommend the following individual to the USTRANSCOM Junior/Senior Servicemember of the Quarter/Year Board:

a. NAME:

b. RANK:

c. JOB SPECIALTY:

d. BRIEF DESCRIPTION OF DUTIES:

e. OFFICE SYMBOL:

f. DATE ARRIVED USTRANSCOM:

2. Air Force (AF) Form 1206 is attached. (Member's rank and name) meets all pre-requisites for quarterly/annual competition.

WILLIAM J. BEGERT  
Major General, USAF  
Director, Operations and Logistics

**S A M P L E**

NOMINATION FOR AWARD		
AWARD USTRANSCOM JUNIOR/SENIOR SERVICEMEMBER OF THE QUARTER/YEAR		CATEGORY Junior/Senior Enlisted AWARD PERIOD 1 Jan 96 - 31 Mar 96
RANK/NAME OF NOMINEE ( <i>Last, First, Middle Initial</i> ) SSG JONES, MARY E.		SSN
DAFSC/DUTY TITLE 74B, Computer Programmer		
MAJCOM USTRANSCOM	UNIT/OFFICE SYMBOL/STREET ADDRESS USTC/TCJ6-OMN, 508 Scott Drive	
BASE/STATE/ZIP CODE Scott Air Force Base, Illinois 62225-5357		TELEPHONE ( <i>DSN &amp; Commercial</i> ) 6-4886
RANK/NAME OF UNIT COMMANDER ( <i>Last, First, Middle Initial</i> ) Brig Gen Kelley, Stephen E.		
SPECIFIC ACCOMPLISHMENTS ( <i>Use single-spaced, bullet format</i> ) <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> - Use this area to highlight the most significant achievements during the quarter/year - Bullet statements will be used which indicate the achievement/initiative and the results of such; make every effort to confine your bullets to no more than three lines - Achievements must have occurred during the award period; use discretion when an achievement may have occurred within a few days of the award parameter - This area is reserved for achievements which are direct duty related; highlight initiative, planning/management involved, and the results of the effort. Use statistical data and other quantitative data which is accurate, concise, and truly factual--emphasize dollar and time savings, talk about supervisory duties such as coaching and counseling - DO NOT TAKE CREDIT FOR SUBORDINATE ACHIEVEMENTS - Remember, it's not how much you write, it's the content and impact of what is written which is a reflection on the MEMBER's achievements <b>LEADERSHIP QUALITIES:</b> - Place the abstract qualities of integrity, leadership by example, competence, and commitment into concrete terms by offering samples of behavior; i.e., "took on the chairmanship of the Enlisted Association and developed the "Toys for Tots Basketball Tournament" resulting in ..... - Focus on leadership initiatives outside the member's specialty such as involvement in professional associations, coaching a sports team, and involvement in community organizations such as the PTA - When developing bullets for this area, think of accomplishments which clearly illustrate the member's positive leadership abilities; what has he/she done to demonstrate our Command Core Values? <b>SIGNIFICANT SELF-IMPROVEMENT:</b> - This is the area in which the member demonstrates personal/professional self-improvement - Include such items as off-duty education, professional military education, completion of local courses which directly impact mission effectiveness, and/or attendance at seminars - Be specific as to what and how much the individual accomplished; remember to be specific with regard to college level courses; i.e., "completed classes in mathematics and history during the award period." DO NOT STATE: "COMPLETED 60 HOURS TOWARD A DEGREE IN ADMINISTRATIVE MANAGEMENT." <b>OTHER ACCOMPLISHMENTS:</b> - This category is often misunderstood; in this category include accomplishments which distinguish the member from others - Excelling in additional duties, receiving awards from service schools, and/or serving as a facilitator or member of a process action team which rendered superior results, are examples of inputs in this category - Joint Service Color Guard duties are appropriate for this category <b>ARTICULATE AND POSITIVE REPRESENTATIVE OF USTRANSCOM</b> - This category is used to demonstrate the work toward educating the base and local community of the role of USTRANSCOM - Speeches in the community, giving the Command Briefing, participation in parades and ceremonies, and on/off base teaching are all examples of improving the image of the Command  <b>NOTE: USE A ONE PAGE FORMAT FOR QUARTERLY AWARDS AND A TWO PAGE FORMAT (FRONT AND BACK) FOR ANNUAL SUBMISSIONS</b>		

SAMPLE